

Virginia School Resource Officer Grants Programs

I. Introduction

This brief describes grants available from the Department of Criminal Justice Services that are intended to promote school safety by supporting school resource officer (SRO) programs in specified middle or high schools. *Please read this brief carefully and thoroughly.* Only localities that have satisfied the criteria listed in this brief shall be eligible for award of funds following a formal review.

II. Goal

Promotion of SRO programs falls within a central goal of DCJS grant programs, to establish or enhance multidisciplinary partnerships. The establishment or enhancement of partnerships aims to

- share knowledge and resources,
- educate citizens about the value of community-oriented justice, and
- address public safety concerns, especially the influence of drugs and juvenile violence.

Establishing new SRO programs or enhancing existing ones gives meaning and practice to the goals of community-oriented justice. *SRO grant applications submitted to DCJS must reflect this goal.* The nature of the SRO proposal, its goals and objectives, must constitute a community policing initiative to eliminate, reduce, or control juvenile crime.

III. Eligibility

1. Applicants must be local units of government. A police department, sheriff's office, or school division may direct or manage the program, but the grant application must be submitted by, and the funds awarded to a unit of local government. The application must be signed by the chief executive officer of the locality.
2. Applications must be based on the Virginia SRO Program Model that features the following components:
 - a. A community-oriented policing philosophy;
 - b. SROs who are certified, sworn law-enforcement officers employed by a lawfully established police department or sheriff's office.
 - c. SROs who have at least one year of certified law enforcement experience and **demonstrated** ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems.
 - d. SROs who act as primary law enforcement agents at the school and perform other multifaceted roles, including instructor of law-related education classes, criminal justice system liaison, role model, and crime prevention specialist (problem solving, mediation, personal safety. etc).

- e. SROs who will or have attended a 40-hour, DCJS sponsored Basic SRO School within the first four months of the grant cycle.
3. Applications must assign each SRO to a ***specific, secondary school*** (middle, high, or alternative school). Priority will be given to SROs assigned to high schools.

IV. Restrictions

1. The period for grant awards as approved by the Criminal Justice Services Board is 12 months, unless a special condition has been specified.
2. The maximum length of time that grant funds can be awarded to support a SRO program is 48 months. Approval of one grant does not imply or guarantee awards of funds in subsequent years. Grant continuation awards will be made based on the availability of funds, the performance of past grants in meeting goals and objectives, the policies of the Criminal Justice Services Board, and the locality's compliance with all grant requirements and conditions.
3. In addition to a project's implementation, performance, and the availability of funds, an essential factor for continuation funding will require compliance with grant financial and program reporting requirements described in the "Reporting Manual". **No current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial or program reports for the current grants are more than 30 days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.
4. Grants shall only be awarded to localities which can provide an appropriate match in funds and which have established a memorandum of understanding or collaborative agreement between the local law enforcement agency and the school system to place certified and sworn law-enforcement officers in middle or high schools.
5. All SROs shall be certified law-enforcement officers whose function is to promote safety and prevent crime and truancy in secondary schools. Officers are not eligible to conduct scheduled activities in the elementary schools.
6. Applicants must provide cash matching funds, **the amount of which shall be determined based on the composite index of the local ability to pay.** The composite index originates from the Department of Education and is used as their basis for funding. The legislation, which created the Virginia School Resource Officer Trust Fund, clearly states that the local match shall be based on the composite index. The percentages listed on the attached *Local Composite Index* sheet **must be multiplied by the total amount of funding you are requesting.**

Funding Formula:

Total funds requested x Composite Index percentage = Your Local Cash Match

For example, if you are requesting \$50,000 in officer salary and benefits, and your Composite Index is .3533, the calculated match would be as follows:

$$\$50,000.00 \times .3533 = \$17,665.00$$

Your cash match would be \$17,665.00

State funds would be \$32,335.00.

7. Matching funds must be cash. In-kind contributions cannot be used to provide the matching funds.
8. Grant funds shall not be used to supplant state or local funds that would otherwise be available for the same purposes.
9. Grant funds may only be used for salary and fringe benefits for the School Resource Officer. Fringe benefits shall not include firearms, ammunition, and associated paraphernalia; clothing and/or uniforms, radios, or cell telephones.
10. Localities receiving SRO grant awards shall develop a written order or policy that outlines the operation of the SRO program. Further, they shall develop a position description for the SRO. **Localities shall submit a copy of the job description and a written order or policy with this application, or no later than the first quarter of the grant period.**
11. SRO's funded through this grant program must be assigned to a specific secondary school. This school must be identified on the SRO Profile Sheet. Any changes or deviations from this profile sheet during the course of the grant cycle must be made in writing within 30 days of the change to **your grant coordinator at DCJS, 805 East Broad Street, Richmond, VA 23219**. Please see attached graph to determine your grant coordinator's name.

V. Application Procedures

Applications must include:

1. Grant Application Face Sheet, available at:
<http://www.dcjs.state.va.us/grantsadmin/forms/grantapp.pdf>
2. Budget Category Itemization, available at:
<http://www.dcjs.state.va.us/grantsadmin/forms/grantbudg.pdf>

A detailed budget, which features only salaries and fringe benefits and a budget narrative to accompany the budget itemization form which explains all fringe benefits and their itemized cost.

- a. Up to \$50,000 for twelve months will be provided **based on current salary and benefits**. For example if the base salary is \$26,000 and fringe benefits total \$5000, then the maximum amount to be awarded by DCJS is \$31,000. Please note that the total allowable costs for this grant may not exceed \$50,000.

- b. The budget sheet must show each position by title along with the name of the officer/deputy, if known. The amount requested for salaries should take into account the time needed to establish and fill the position(s) and the changing demands of personnel during the program. **Once a job description has been established for the program, include it with a quarterly progress report.**
- 3. A narrative, describing the problem, consisting of the following components:
 - a. A statement of the problem or description of need to be addressed, not to exceed three pages, which should include but is not limited to:
 - (1) Community or school-specific crime data;
 - (2) A description of past or current experience with a SRO program;
 - (3) A description of the capacity of the law-enforcement agency to establish and operate a SRO program, including a description of any similar grants the locality has received; and
 - (4) A description of the local school and community infrastructure or administrative capacity to support a SRO program.

PLEASE NOTE:

In lieu of the statement of the problem, applicants requesting funds to continue existing grants shall include a brief narrative, which describes the accomplishments of the project during the current grant period. In this section, include a discussion of any problems encountered during the current grant year, describe any changes in the types of problems the project will address, its implementation or the means by which it will be evaluated from those approved for the current year.

- b. Program goals (broad statements of purpose, e. g. "... to increase security and safety at Central High School").
 - c. Objectives for each goal.
 - (1) An objective must state a **measurable outcome**. Proper objectives are narrowly defined and are exact in specifying the desired outcome. Example: "Over the course of the grant period, we will reduce the number of arrests (suspensions, fights, court referrals, etc.) by at least 10% when compared to the previous year."
 - d. An implementation plan.

An implementation plan lists the date of specific milestones or activities to accomplish the objectives of the program.

NOTE: A *sample list of objectives and activities for the school resource officer program* can be found at www.dcjs.state.va.us/crimeprevention

- e. A written a pledge by the applicant to follow the procedures explained in the DCJS manual *School Resource Officer Program Reporting Requirements*. A summary of reporting requirements is attached.
 - f. A profile sheet on the SRO and the secondary school to which SRO will be assigned. (A profile form is attached.)
3. A memorandum of understanding or cooperative/collaborative agreement between the local school authority and the local law-enforcement agency with the following components:
- a. A description of the chain of command for the SRO.
 - b. Definitions of the roles and responsibilities of both school officials and law-enforcement officers.
 - c. Communication between the SRO and the school, the SRO and the parent law-enforcement agency, and the school and the law-enforcement agency.
 - d. The schedule for reviewing and renewing the agreement.
 - e. Signatures of authorized officials representing all parties to the agreement.
 - f. The effective date of the MOU.

NOTE: A *sample list of objectives and activities for the school resource officer program* can be found at www.dcjs.state.va.us/crimeprevention

4. One original signed complete grant application with **three** copies should be mailed to the Department of Criminal Justice Services at the address listed below. The completed application must be postmarked no later than April 10, 2002. Faxed applications will not be accepted.

VI. Where to Submit

Submit the completed grant request to: Department of Criminal Justice Services
Grants Administration Section
805 East Broad Street
Richmond, Virginia 23219

Grant Application Checklist

To be considered for a grant award, all submissions must include the following or meet the following criteria:

Eligibility

- ___ Applicant is a local unit of government.
- ___ Grant must exhibit a community-oriented policing philosophy;
- ___ The grant-funded SRO must be a certified, sworn law-enforcement officer whose function is to promote safety and prevent crime and truancy in the schools.
- ___ The SRO must have at least one year of community experience.
- ___ The SRO performs multifaceted roles: to maintain order on campus; be an educator; be a liaison between the school and the criminal justice system; be a role model; and be a resource for problem solving, mediation, and personal safety.
- ___ Application indicates that the SRO will be assigned to **one** secondary school (or two if the schools are in close proximity to one another). Officers are not eligible to conduct scheduled activities in the elementary schools.
- ___ The locality must supply matching cash funds for the grant.

Goal

- ___ Grant application establishes or enhances a multidisciplinary partnership through the SRO program.
- ___ Grant application purports to eliminate, reduce, or control juvenile crime and promote safety and good order in the school.

Applications must include:

- ___ Grant Application Face Sheet
- ___ Budget Category Itemization
- ___ A memorandum of understanding or cooperative/collaborative agreement between the local school authority and the local law-enforcement agency with the following components:
 - ___ A description of the chain of command for the SRO.
 - ___ Definitions of the roles and responsibilities of both school officials and law-enforcement officers.

- ___ Communication between the SRO and the school, the SRO and the parent law-enforcement agency, and the school and the law-enforcement agency.
- ___ The schedule for reviewing and updating the agreement.
- ___ Signatures of authorized officials representing all parties to the agreement.
- ___ The effective date of the agreement.
- ___ A proposal narrative featuring a statement or description of need or of the problem to be addressed, not to exceed three pages, which should include but is not limited to:
 - ___ Relevant objective data on crime and disorder in the school community;
 - ___ A description of past or current experience with a SRO program;
 - ___ A description of the capacity of the law-enforcement agency to establish and operate an SRO program, including a description of any similar grants the locality has received; and
 - ___ A description of the local school and community infrastructure or administrative capacity to support a SRO program.
- ___ Program goal.
- ___ Specific, measurable objectives for each goal.
- ___ An implementation plan.
- ___ SRO job description and written order or policy
- ___ A SRO profile sheet
- ___ An evaluation plan declaring the applicant's intention of following the procedures set forth in the DCJS manual *School Resource Officer Program Reporting Requirements*.
- ___ A detailed itemized budget that features **only** salaries and benefits.
- ___ A detailed budget narrative which justifies and explains the reason for each budget item.
- ___ One original signed complete grant request with **three** copies.

Attachments: Cover sheet for grant requests (Face Sheet)

Itemized budget sheet

SRO profile sheet

Composite Index Sheet

Grant Coordinator Locality Map

Sample list of goals and objectives

SRO Grant Profile Sheet

Police Department or Sheriff's Office: _____

Address: _____

Telephone: _____ **FAX No:** _____

SRO Supervisor: _____ **Tel. No:** _____

Grant Administrator: _____ **Tel. No:** _____

School Resource Officer to Be Assigned (If known)

SRO Name: _____

Tel. No: _____

Fax No: _____

Email: _____

Years of Law Enforcement Experience: _____

Assigned School

School 1: Name: _____

Address: _____

Telephone: _____ **FAX:** _____

Grade Levels: _____ **Approximate Enrollment:** _____

Grade Levels: _____ **Approximate Enrollment:** _____

A Brief Summary of SRO Reporting Requirements

(NOTE: This information is provided so you have an overview of the reporting requirements attached to DCJS-administered SRO grants. None of the reports described below has to be referenced or included in your grant application.)

SROs in grant-funded SRO positions must comply with the following reporting requirements.

School Incident Report (SIR) – (monthly from October through July) The SIR is a two-sided, scannable form for recording information on school-based criminal behavior. A SIR should be filled out when a student or other person is observed or reported to be in violation of the *Code of Virginia*. SROs should accumulate the completed SIRs for incidents taking place in a given month, place them in a large envelope (**do not copy, fold or staple these forms**) and send them to DCJS by the 10th of the following month (e.g. SIR forms describing September incidents are due at DCJS on October 10th).

SRO Quarterly Activities Report (QAR) - (every 3 months) The QAR solicits data on SRO activities associated with the various SRO roles (law enforcer, teacher, community liaison, and student role-model) as well as information about issues or factors effecting local SRO program effectiveness. **An original and one copy** of your completed report should be received at DCJS by the 15th day following each quarter of the fiscal year. The first QAR is due on October 15th (15 days after the end of the first quarter of the fiscal year).

Annual “Lessons from the Field” Report (LFF) - (once a year in June) The LFF is a two-page report consisting of six open-ended questions. It asks SROs to reveal the lessons they learned from their experience a SRO. It is designed to generate information on effective SRO program activities, procedures and policies. A completed LFF report should be mailed or faxed to DCJS by June 30th.

Annual Staff and Student Surveys on School Safety and Security - (as requested by the DCJS evaluation staff or by SRO program managers). The staff survey assesses staff concerns about school safety, solicits their opinion about the incidence and location of school-based criminal behavior, and asks for their opinion of the school’s SRO program. It consists of 49 “yes-or-no” type questions on a two-sided, *scannable form*. It should be administered in the first and fourth year of a grant.

The student survey asks students if they or their friends have been victimized, if they have witnessed criminal behavior, and how safe they feel at different times of the school day and in different locations of their school. It consists of 34 “yes-or-no” type questions on a one-sided scannable form. It should be administered in the first and fourth year of a grant.

VA DEPT. OF EDUCATION
Composite Index Of Local Ability To Pay
2002-2004

CODE	DIVISION	INDEX
001	ACCOMACK	.2929
002	ALBEMARLE	.6220
003	ALLEGHANY	.2975
004	AMELIA	.3360
005	AMHERST	.3034
006	APPOMATTOX	.2899
007	ARLINGTON	.8000
008	AUGUSTA	.3532
009	BATH	.8000
010	BEDFORD COUNTY	.3943
011	BLAND	.3019
012	BOTETOURT	.4256
013	BRUNSWICK	.2702
014	BUCHANAN	.2452
015	BUCKINGHAM	.2709
016	CAMPBELL	.2837
017	CAROLINE	.3104
018	CARROLL	.3123
019	CHARLES CITY	.4370
020	CHARLOTTE	.2392
021	CHESTERFIELD	.3882
022	CLARKE	.5297
023	CRAIG	.3410
024	CULPEPER	.3849
025	CUMBERLAND	.3203
026	DICKENSON	.2624
027	DINWIDDIE	.2877
028	ESSEX	.4122
029	FAIRFAX COUNTY	.7518
030	FAUQUIER	.5848
031	FLOYD	.3470
032	FLUVANNA	.3721
033	FRANKLIN COUNTY	.3874
034	FREDERICK	.3756
035	GILES	.3140
036	GLOUCESTER	.3132
037	GOOCHLAND	.8000
038	GRAYSON	.2912

039	GREENE	.3183
040	GREENSVILLE	.2196
041	HALIFAX	.3706
042	HANOVER	.4756
043	HENRICO	.5113
044	HENRY	.2930
045	HIGHLAND	.6224
046	ISLE OF WIGHT	.3632
047	JAMES CITY	.6228
048	KING GEORGE	.3514
049	KING AND QUEEN	.3658
050	KING WILLIAM	.3459
051	LANCASTER	.6258
052	LEE	.1859
053	LOUDOUN	.6851
054	LOUISA	.6086
055	LUNENBURG	.2481
056	MADISON	.4150
057	MATHEWS	.4786
058	MECKLENBURG	.3346
059	MIDDLESEX	.5572
060	MONTGOMERY	.3875
062	NELSON	.4831
063	NEW KENT	.4219
065	NORTHAMPTON	.3407
066	NORTHUMBERLAND	.5972
067	NOTTOWAY	.2451
068	ORANGE	.4221
069	PAGE	.2959
070	PATRICK	.2813
071	PITTSYLVANIA	.2793
072	POWHATAN	.3956
073	PRINCE EDWARD	.3108
074	PRINCE GEORGE	.2596
075	PRINCE WILLIAM	.3895
077	PULASKI	.3263
078	RAPPAHANNOCK	.7170
079	RICHMOND COUNTY	.3455
080	ROANOKE COUNTY	.4177
081	ROCKBRIDGE	.4271
082	ROCKINGHAM	.3516
083	RUSSELL	.2548
084	SCOTT	.2286

085	SHENANDOAH	.3825
086	SMYTH	.2498
087	SOUTHAMPTON	.2919
088	SPOTSYLVANIA	.3548
089	STAFFORD	.3296
090	SURRY	.8000
091	SUSSEX	.3003
092	TAZEWELL	.2678
093	WARREN	.3781
094	WASHINGTON	.3484
095	WESTMORELAND	.3719
096	WISE	.2146
097	WYTHE	.3125
098	YORK	.3792
101	ALEXANDRIA	.8000
102	BRISTOL	.3748
103	BUENA VISTA	.2373
104	CHARLOTTESVILLE	.5710
106	COLONIAL HEIGHTS	.4755
107	COVINGTON	.3407
108	DANVILLE	.2927
109	FALLS CHURCH	.8000
110	FREDERICKSBURG	.7011
111	GALAX	.3378
112	HAMPTON	.2613
113	HARRISONBURG	.5286
114	HOPEWELL	.2496
115	LYNCHBURG	.3833
116	MARTINSVILLE	.2990
117	NEWPORT NEWS	.2675
118	NORFOLK	.2655
119	NORTON	.3435
120	PETERSBURG	.2196
121	PORTSMOUTH	.2164
122	RADFORD	.3232
123	RICHMOND CITY	.4456
124	ROANOKE CITY	.3949
126	STAUNTON	.3959
127	SUFFOLK	.3018
128	VIRGINIA BEACH	.3394
130	WAYNESBORO	.3651
131	WILLIAMSBURG	.8000
132	WINCHESTER	.5587

134	FAIRFAX CITY	.8000
135	FRANKLIN CITY	.3173
136	CHESAPEAKE	.3344
137	LEXINGTON	.4544
138	EMPORIA	.2889
139	SALEM	.4166
140	BEDFORD CITY	.3446
142	POQUOSON	.3294
143	MANASSAS	.4109
144	MANASSAS PARK	.3200
202	COLONIAL BEACH	.2921
207	WEST POINT	.2823